

EAA STORE

5 Jan 82

MEMO FOR: Chief, Benefits and Services Division
Thru: Deputy Chief, BSD
From: EAA Store Manager
Subj: Merchandise

1. The following merchandise is damaged, broken and unsaleable and not worth the cost of returning to the Vendor for credit:

| <u>VENDOR</u> | <u>QUANTITY</u> | <u>ITEM</u> | <u>EAA COST</u> |
|------------------|-----------------|---------------|-----------------|
| Mid West Imports | 1 | Nut Cracker | 15.50 |
| | 11 | Candle Holder | 8.50 |

2. Request permission to delete from store inventory and declare a loss.

[Redacted Signature Box]

EAA Store Manager

STAT

APPROVED:

[Redacted Signature Box]

8 JAN 1982

[Redacted Signature Box] President EAA

DISAPPROVED:

[Redacted Signature Box] President EAA

STAT

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P&PD PRINTING REQUISITION

ROOM 154, P&PD BUILDING
Extension 5593 (BLACK)

Approved For Release 2005/08/03 : CIA-RDP85-00375R000300120040-3

CLASSIFICATION

UNCLASSIFIED

JOB NUMBER

142001-82

JOB NUMBER--

- ☐ Finished intelligence.
- ☐ Preparatory work in direct support of finished intelligence.
- ☐ Administrative, regulatory, instructional, or other support item.
- ☐ Form (see box *) ☐ Other

CONTROL NUMBER

SCHEDULED COMPLETION DATE

ASAP

THIS DATE

12 January 1982

DATE WORK REQUIRED

SIGNATURE OF AUTHORIZED OFFICIAL

EXTENSION

PLEASE
INCLUDE
SAMPLE
WITH THIS
ORDER

REQ

ORDERING OFFICE, STAFF, DIVISION BRANCH

BSD/Personnel

ROOM NO. - BUILDING

5E56 Hqs.

* FORMS APPROVAL SIGNATURE

FORM NUMBER

QUANTITY

LOGISTICS CONTROL NUMBER

NO COPIES REQD

200

FINISHED SIZE

3x5 Card

NO ITEMS SENT P&PD

DISPOSITION OF ORIGINALS
NEGATIVES OR MANUSCRIPTDISTRIBUTION OF PRINTED
MATERIAL

VIA MAIL & COURIER BRANCH

INCLUDING

MANUSCRIPT

RETURN TO REQUESTER

PER FINISHED INSTRUCTIONS OR
DISTRIBUTION LIST

NEGATIVES

POSITIVES

DESTROY

CAMERA COPY

ORIGINAL ART

RETURN TO FILE (forms only)

CALL FOR PICK-UP

SPECIAL INSTRUCTIONS:

☐ Dylux Check Copy Required Before Printing

Please print the following on a 3x5" Card:

Thank you for shopping at the E.A.A. Store. We hope you enjoy your purchase. However, you are reminded that Agency regulations prohibit unauthorized cameras and/or photographic equipment and transmitting and/or recording equipment in Agency facilities. Please do not unwrap your camera or recording device while it remains on Agency premises. The item must be removed from the building by close of business today.

COMPOSITION

- ☐ ETECS
- TYPESET ☐
- TYPESCRIPT ☐
- ☐ SCRIPT REEL NO.
- _____
- ☐ EPIC
- ___ GALLEY PROOFS ☐
- ___ PAGE PROOFS ☐

FOR MAP & GRAPHIC USE

| IMAGE SIZE | | X | T R I M | TOP | BOTTOM |
|-----------------|-------|---|------------------|--------|------------|
| REDUCE AB TO AC | | | | LEFT | RIGHT |
| SAME | | | | | |
| OTHER | | | | | |
| PLATE NO. | COLOR | | | NUMBER | SCREEN NO. |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

PRESS

X BINDERY X

| | |
|--------------|-------------|
| ONE SIDE | ASSEMBLED |
| TWO SIDES | UNASSEMBLED |
| HEAD TO HEAD | FASTENED |
| TUMBLEHEAD | PUNCHED |
| PAPER | |
| KIND | COLOR |
| PADDED | |
| PERFORATED | |
| INK | |
| COLOR | NUMBER |

DELIVERY TICKET JOB NO. 142001-82

DELIVERY TICKET JOB NO.

DELIVERY TICKET JOB NO.

NAME

NAME

NAME

STAT

ROOM NO. & BLDG.

5E56 Hqs.

QUANTITY

200

ROOM NO. & BLDG.

QUANTITY

ROOM NO. & BLDG.

QUANTITY

FORM 2-76 70 USE PREVIOUS EDITIONS

CLASSIFICATION

PART 1 - HOLD COPY

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